

Teacher Helps:

1. Attention *Glencoe* users: Standard 7/Cash Management is found in Chapter 22. Teachers need to include Chapter 22 for Petty Cash and Cash Proof in preparation for the Skills Exam.
2. Teachers should access the Performance Skills Evaluation Checklist (optional) at the beginning of the course to plan to include all Performance Skills Standards.
3. Teachers need to emphasize Chart of Accounts for account classifications including how the Income Summary account is classified.
4. Attention *Southwestern* users: Emphasize the fact that a liability account is called accounts payable (A/P) when first teaching liabilities.
5. Attention *Glencoe* users: Be aware that the word “drawing” is used in the test along with “withdrawal” (Drawing/Withdrawal).